

# Job Seeking Skills Workshops

## January - December 2015

★ **Richfield Employment Center**  
115 E. 100 S. • Richfield, Utah

**Workshops are presented Mondays at 10:00 a.m.**

Register for  
reserved seating.  
Walk-ins  
welcome.



- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free:  
1-866-748-1483, visit [jobs.utah.gov](http://jobs.utah.gov) or come  
to DWS at 115 E. 100 S. • Richfield, UT.

### \*RESUMÉ WRITING:

Feb 2, Mar 16, Apr 20, Jun 1, Jul 6, Aug 10, Sept 21, Nov 2, Dec 7	10:00 AM
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### NETWORKING STRATEGIES:

Jan 26, Mar 9, Apr 13, May 18, Jun 29, Aug 3, Sept 14, Oct. 26, Nov 30	10:00 AM
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### INTERVIEWING SKILLS:

Feb 9, Mar 23, Apr 27, Jun 8, Jul 13, Aug 17, Sept 28, Nov 9, Dec 14	10:00 AM
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### SKILLS IDENTIFICATION:

Jan 12, Mar 2, Apr 6, May 11, Jun 22, Jul 27, Aug 31, Oct 19, Nov. 23, Dec 28	10:00 AM
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### \*JOB SEARCHING WITH TECHNOLOGY

Jan 5, Feb 23, Mar 30, May 4, Jun 15, Jul 20, Aug 24, Oct 5, Nov 16, Dec 21	10:00 AM
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### RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

### INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

### SKILLS IDENTIFICATION:

Use online tools to discover transferable skills and interests that you can use in all aspects of career management.

*\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

### JOB SEARCHING WITH TECHNOLOGY:

Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

*\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

**Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)**



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.